



ARLINGTON FINANCE COMMITTEE  
MINUTES OF MEETING  
COMMUNITY SAFETY BUILDING O'NEILL ROOM  
3/18/19 7:30 PM

ATTENDEES:

Gibian*	White*		Kellar	McKenna*
	Wallach	Harmer*	Tosti*	
Ellis*	Foskett*	Deyst*	Duvadie*	
	Beck*	Jones	Deshler*	
Franclemont*	Howard*	LaCourt*	Carman*	Diggins*

\*Indicates present

VISITORS: TAC Chair Howard Muise, Minuteman Superintendant Ed Bouquillon, Minuteman Assistant Superintendent of Finance Kevin Mahoney, Amy Perreault

1. MINUTES of 3/13/19 approved as revised. Unanimous

2. ART 64 COMMITTEES & COMMISSIONS: Muise detailed a \$2000 budget for the Traffic Advisory Committee. Traffic Analysis \$1700, attendance at annual Moving Together conference \$200, materials including red crossing flags \$100. See Ref 3. Traffic analysis is needed on the intersection of Park Ave & Appelton St in preparation for a signal light. Police do not have the necessary equipment. Lighting crosswalks is a DPW concern. Muise said their tasks are assigned by the Select Board.  
VOTED \$2000 Unanimous

3. ART 63 MINUTEMAN TECH: Bouquillon, supported by Mahoney, and using an illustrated handout Ref 1, requested \$5,384,691 for the annual assessment. Showing photos of the new building, Bouquillon said it is 99% enclosed, electric power is installed and they have a temporary occupation permit to begin moving in in July. They are on time and on schedule for a September opening. Ribbon cutting Oct 4. Bonding is mostly done. Debt service is \$3.1m. Of the 3 fields, only one, the football field, will be astro turf. They are looking for a partner who would fund astro turf for the other 2 fields in exchange for using them. Enrollment from member towns increased by 17. Enrollment from non-member towns is down to 125, about half of who will continue. Arlington enrollment increased by 4 for a total of 119. The SPED enrollment is about 47%, mostly ADHD students. Freshman applications have already increased over the total for last year with 6 months to go. The charts detail the transition costs along with other changes.  
Members expressed their expectation that the new school will be successful. They thanked Foskett and Tosti for their years spent negotiating this project.  
VOTED \$5,384,651 Unanimous.

4. QUESTIONS: HumSer SubCom Franclemont said Pooler will explain the AYCC revenue and Rink maintenance issues next Monday.

5. ART 53 and 54: PARKING DISTRICT: Finances SubCom Beck explained the FY20 budget, Ref 2. In addition to the FY20 revenue and expense, the FY18 actuals show a remaining balance of \$36.5k to be repurposed to expenditures made in FY20. The FY20 expenses include parking administration \$36,314, and parking district benefits \$150,000.

VOTED to endorse revenue \$450,000, expenditures \$414,292 Unanimous

6. AUDIT: Tosti recommended that this \$78k expense be returned to the Select Board budget from the Comptroller since the Select Board members are the ones who are overall responsible for Town operation. He has discussed this with Town Manager Chapdelaine.

7. COMMITTEE: The ACAC budget and revenues to be available next Wednesday. Also Art 46 Commission on Disabilities Fund will be heard. Members asked to have budgets ready for Wed and next week. There are no meetings scheduled in April until 4/22 at 7:30 in the Lyons Room before Town Meeting. Members were asked to be prepared for a meeting on 4/10 in case the House Ways & Means budget has unexpected contents.

Meeting adjourned at 9:15 PM

Peter Howard 3/19/19  
Revised 2/20/19

Ref 1 Minuteman Presentation  
Ref 2 Parking District Budget  
Ref 3 TAC Budget

**March 18, 2019**

Presented by:  
Dr. Edward Bouquillon,  
Superintendent  
Kevin Mahoney  
Assistant Superintendent of Finance



# Arlington Finance Committee

## *Minuteman Report*

# What We Do

- We deliver robust academics and powerful career and technical skills. This combination gives students **a competitive advantage** in the new economy.
- We link high school to **college and career**.
- When they go to college, Minuteman graduates go **with a purpose**, knowing what they like, what they do well, and what they want to pursue.

# The Building Project Update

## As of February 25, 2019

### On Time – On Budget



# The New Minuteman HS Opening September 2019



# Main Entrance – East Elevation





# West Exterior - Theater

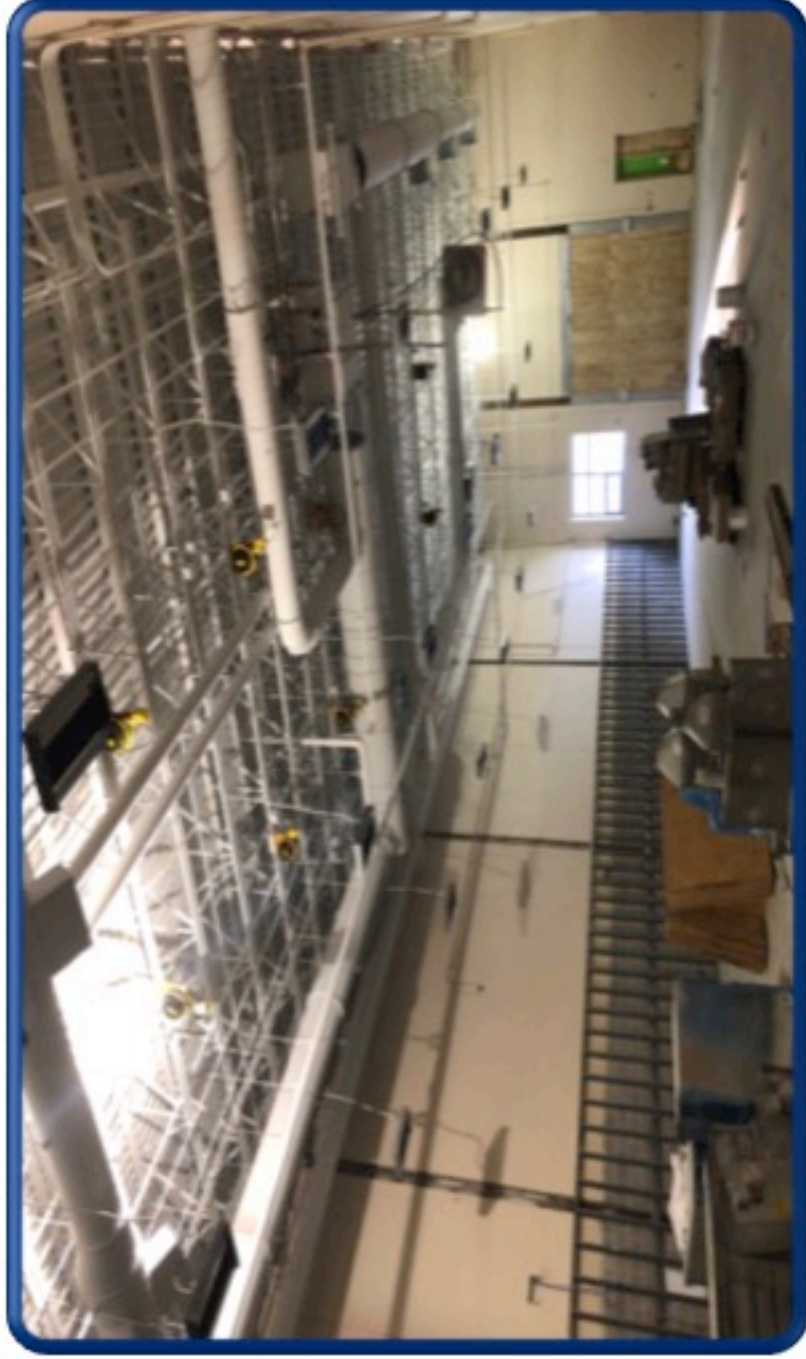




# Theater – Mezzanine Level



# Electrical Shop



# Media Center



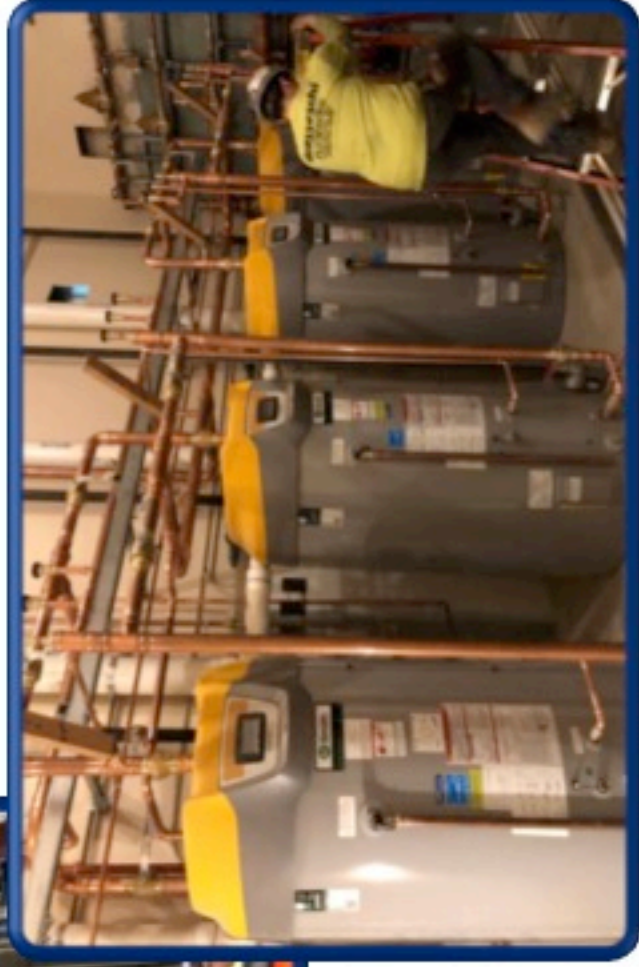
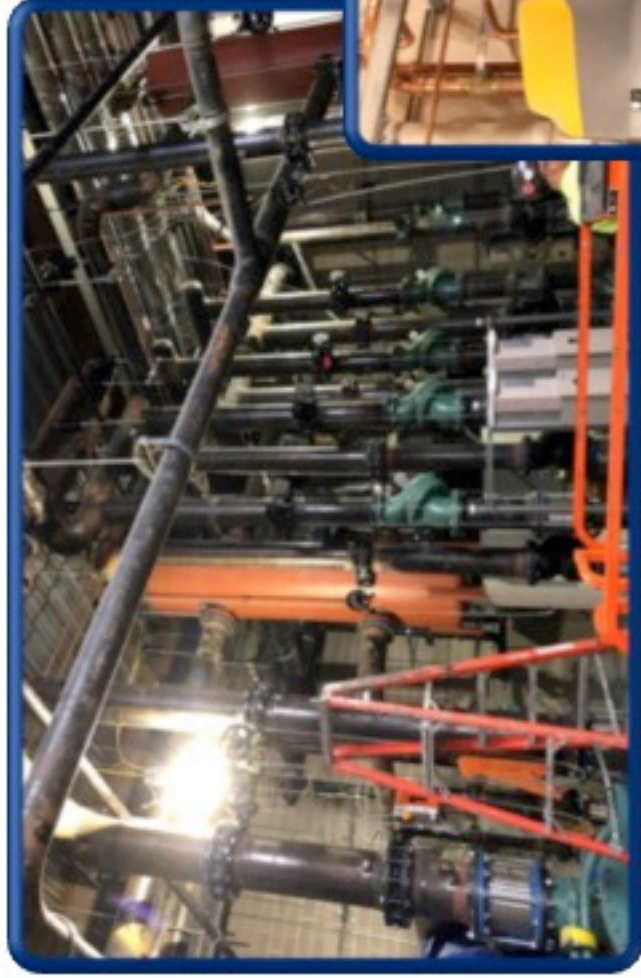


# Gymnasium





# Boiler & Chiller Systems

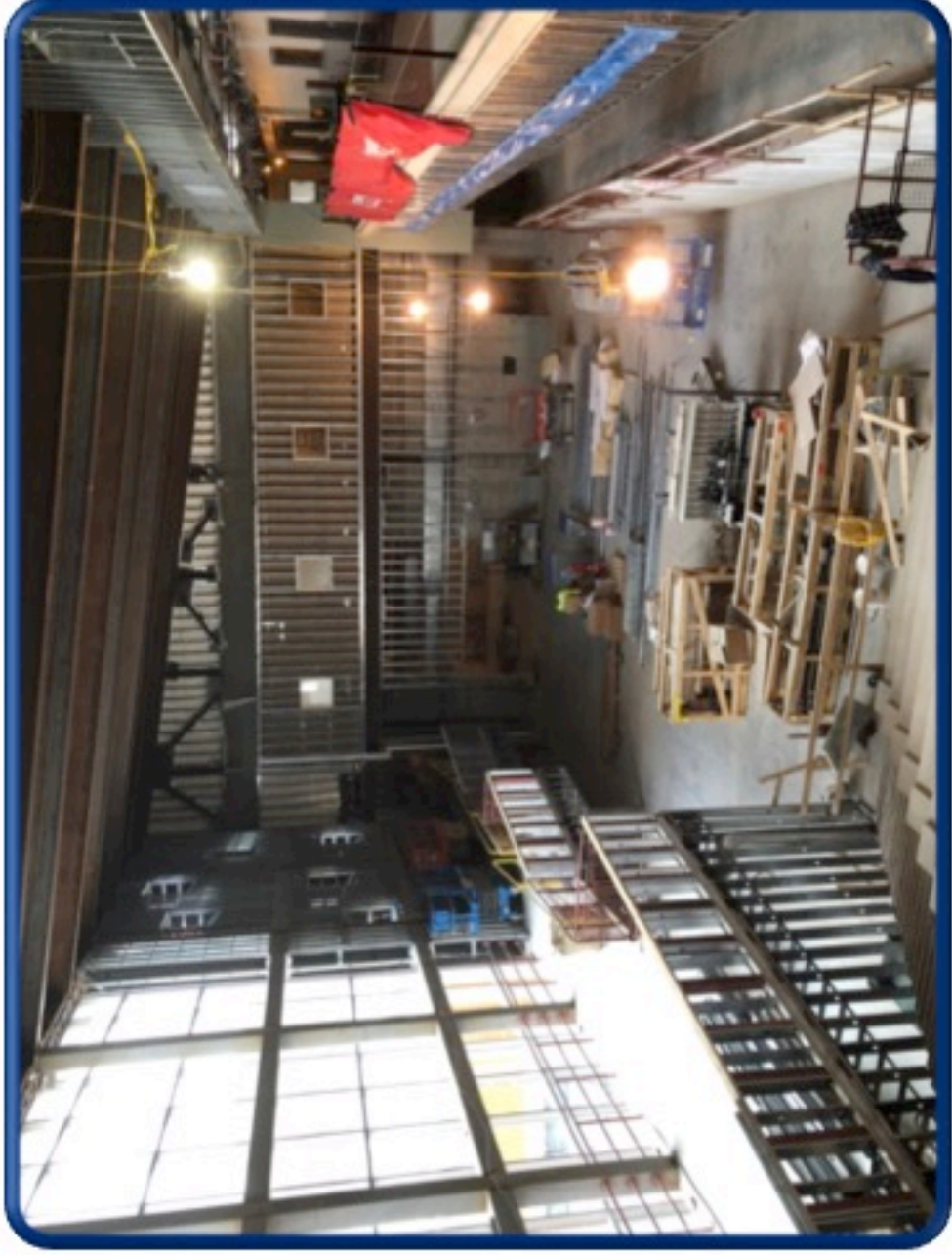


# Rooftop Equipment





# Student Union - Cafeteria



# Upper Level Hallways



**MINUTEMAN**  
A REVOLUTION IN LEARNING



# Proposed Athletic Facilities



**MINUTEMAN**  
A REVOLUTION IN LEARNING

# FY20 Budget

FY20 Budget – *Excluding School Project  
Debt Service*

**\$19,660,330**

Increase of 3.38% over FY19 Budget

Building Project – Debt Service

**\$3,108,500**

*Six of the nine member towns supporting the School Project voted to  
exempt the debt service from the limits of Proposition 2 1/2*

# Overall – FY20 Budget/Assessments

Total FY20 Budget

**\$22,768,830**

Increase of \$1,608,690 (7.6%)

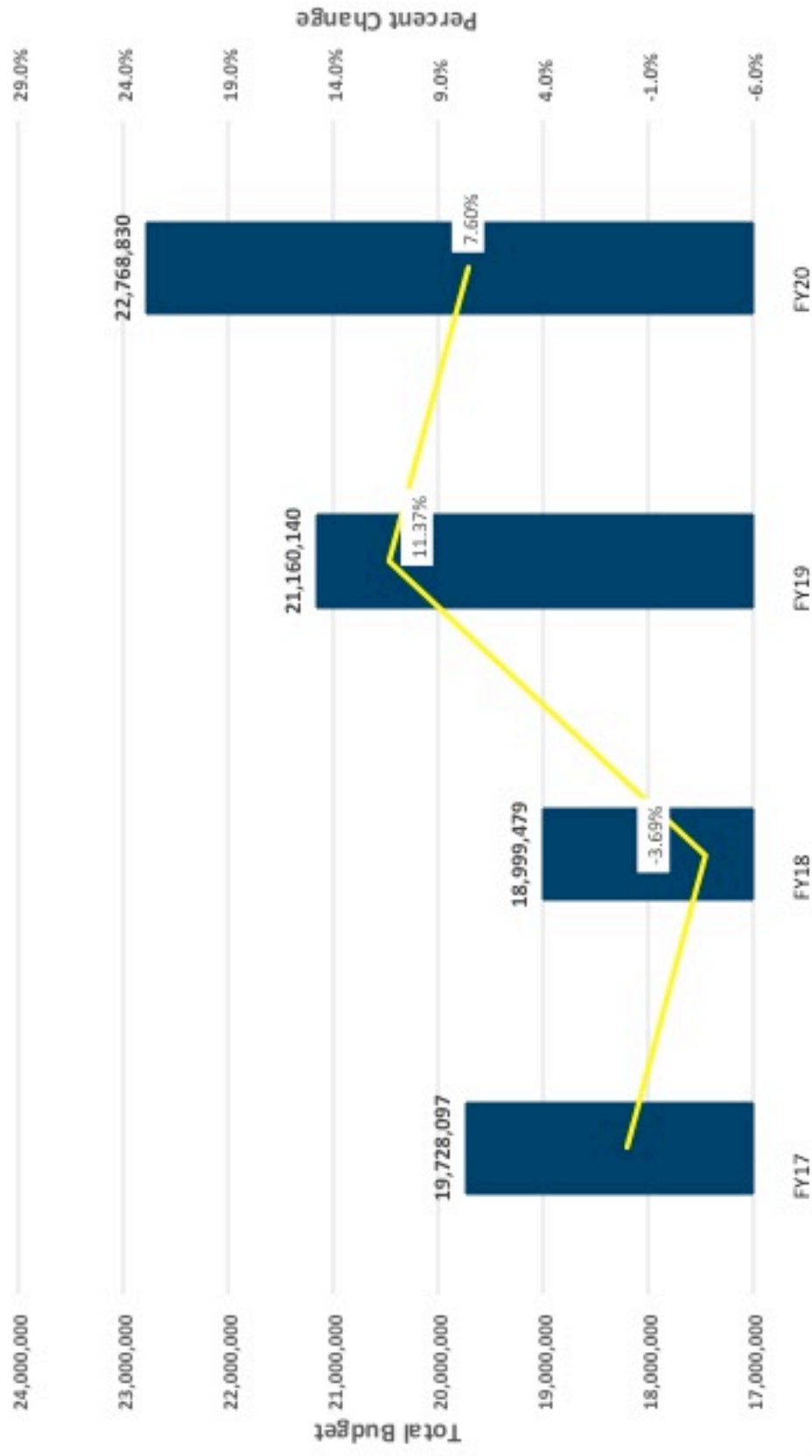
Total Assessments to Towns

**\$15,856,904**

Increase of \$2,037,282 (14.74%)

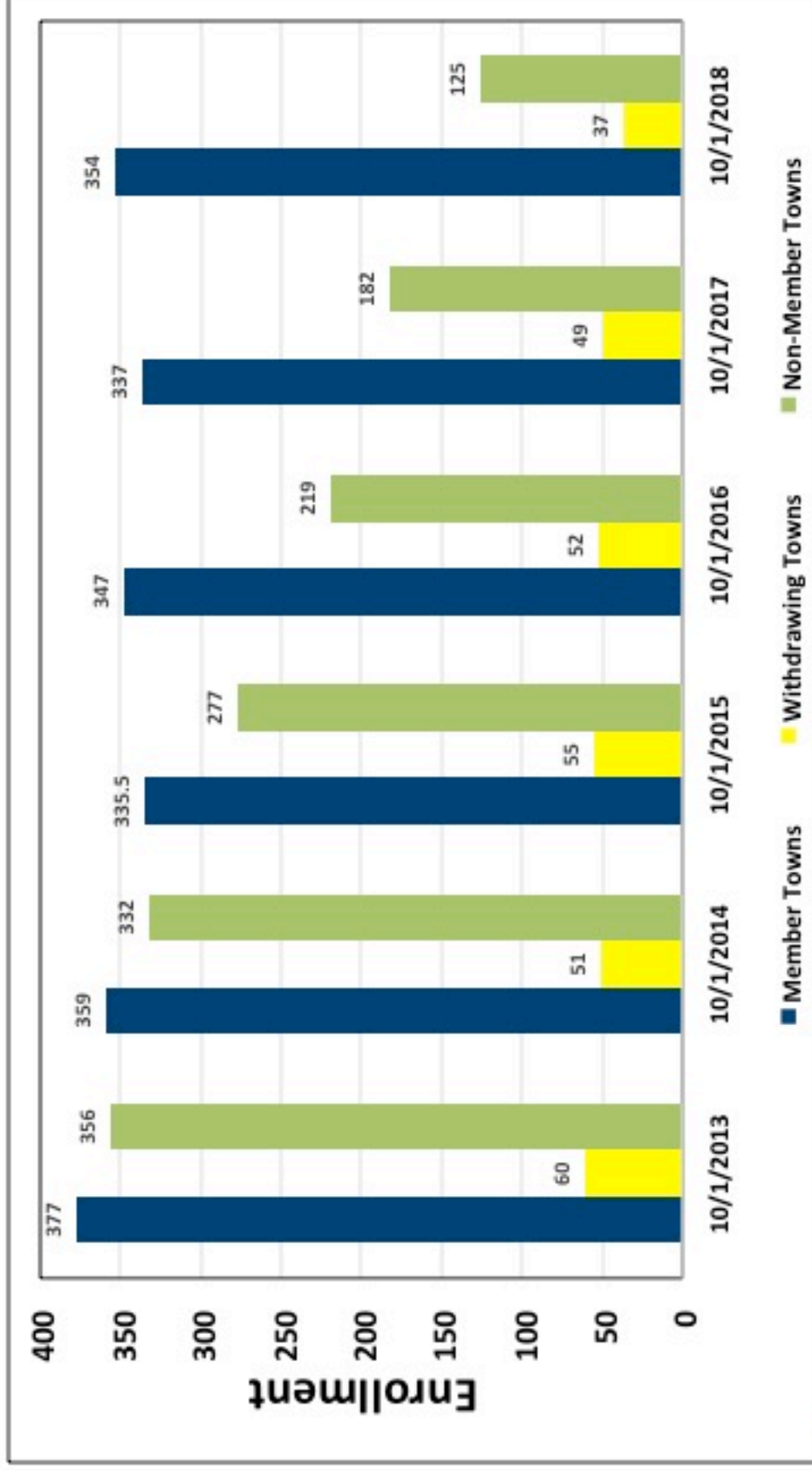
*(Does not include Post Graduate and Middle School Assessments)*

# Budget History – Last 4 Years

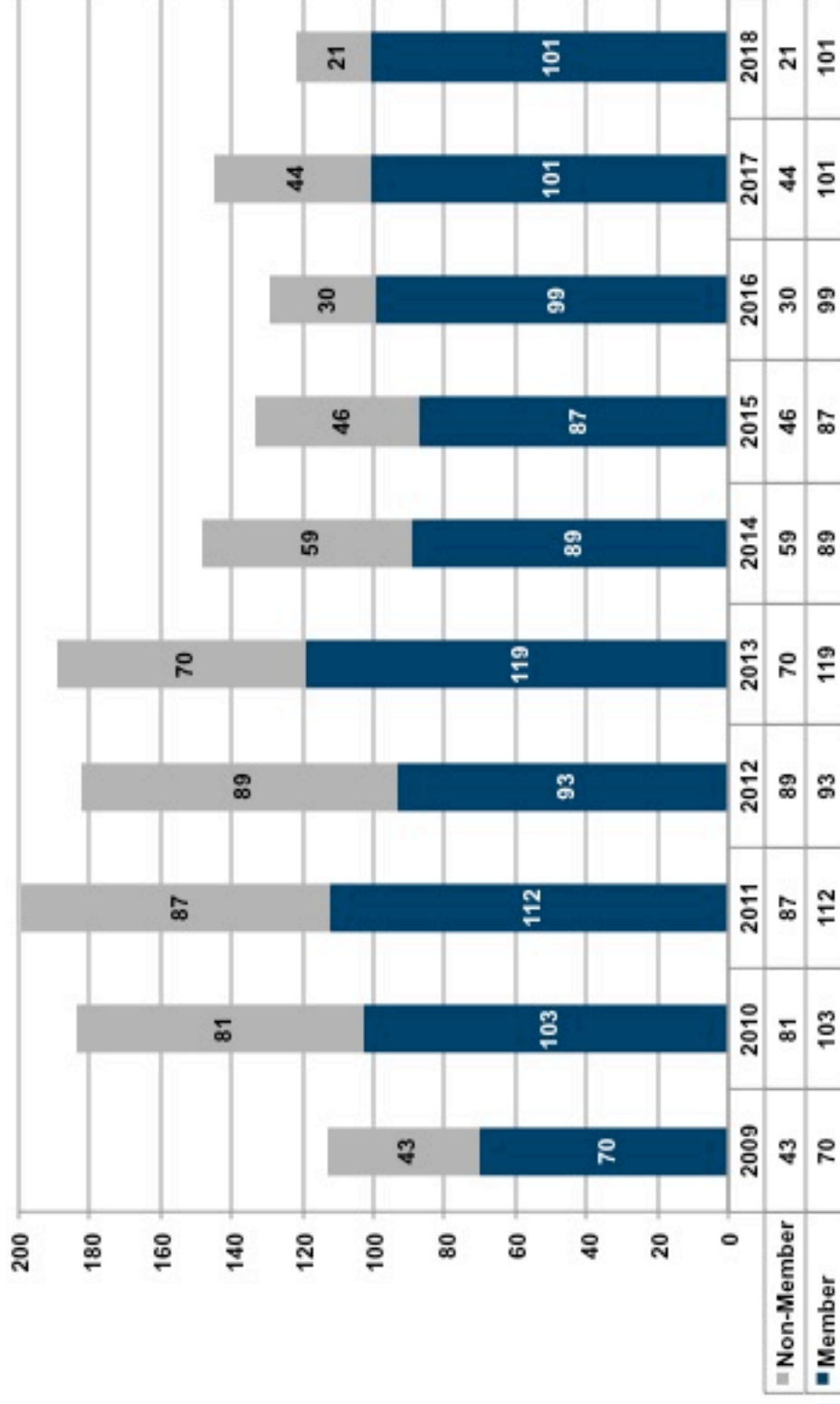




# Overall Enrollment



# 10 Year Freshman Enrollment



# 10/1/18 Enrollment – High School Students only

	2019	2020	2021	2022	Grand Total
In-District	66	86	101	101	354
Out of District	52	43	46	21	162
Total Enrollment	<u>118</u>	<u>129</u>	<u>147</u>	<u>122</u>	<u>516</u>
Total SPED Enrollment					<u>47%</u>
Arlington - Enrollment	<u>20</u>	<u>26</u>	<u>36</u>	<u>37</u>	<u>119</u>

# In District Total Application

Recruitment Year	# of In District Applications
<b><u>2017-2018</u></b> From October 2, 2017 to September 27, 2018 for the Freshmen Class of 2022	<b>147</b>
<b><u>2018-2019</u></b> From October 2, 2018 to March 12, 2019 for the Freshmen Class of 2023	<b>191</b>



# In District: Acceptance Letter Sent

Town	Total
Acton	26
Arlington	60
Belmont	19
Bolton	5
Concord	9
Dover	1
Lancaster	16
Lexington	22
Needham	13
Stow	20

# In District Students - Intent to Enroll as of March 12th

<u>2017-2018</u> Accept Letters first mailed March 1 <sup>st</sup>	<u>2018-2019</u> Letters first mailed February 15th	Accept
3		34

# Out of District Application Activity

Town	<u>Eligible Applications</u> No CTE affiliation means they can enroll easily	<u>Ineligible Applications</u> CTE affiliation means they most likely cannot enroll
Boxborough	1	
Carlisle	2	
Lincoln	4	
Watertown	22	
Wayland	4	
Total	33	36



# Arlington – FY20 Assessment

Total Assessment - \$ 1,384,691

Assessment Increase - \$ 447,966

## Analysis of Assessment Change:

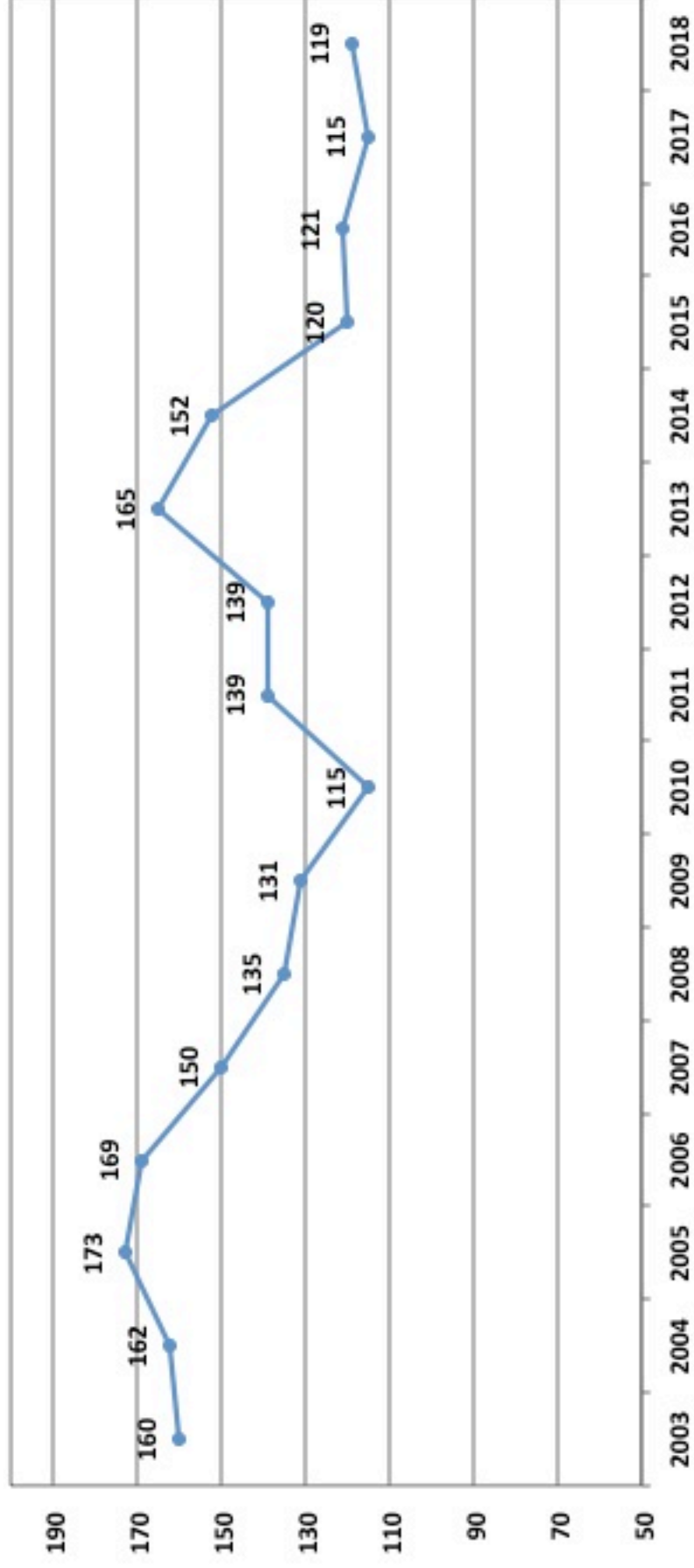
- Increase Operating/Transportation \$ 219,433
- Decrease – Leases/Capital \$(72,049)
- Decrease – Post Grad Assessment \$ (3,800)

Sub-Total \$143,584

Increase –Building Project Debt \$ 304,382

TOTAL – Assessment Change \$ 447,966

# Arlington Historical Enrollment



# Overall – FY20 Budget/Assessments

Total FY20 Budget

**\$22,768,830**

Increase of \$1,608,690 (7.6%)

Total Assessments to Towns

**\$15,856,904**

Increase of \$2,037,282 (14.74%)

*(Does not include Post Graduate and Middle School Assessments)*



# Budget Focus – The New Minuteman HS



The FY20 Budget will fund the first year operating in the new Minuteman High School

The budget will include transition costs to move into the building and sustain the current building until demolition



# New Building – Budget Impacts

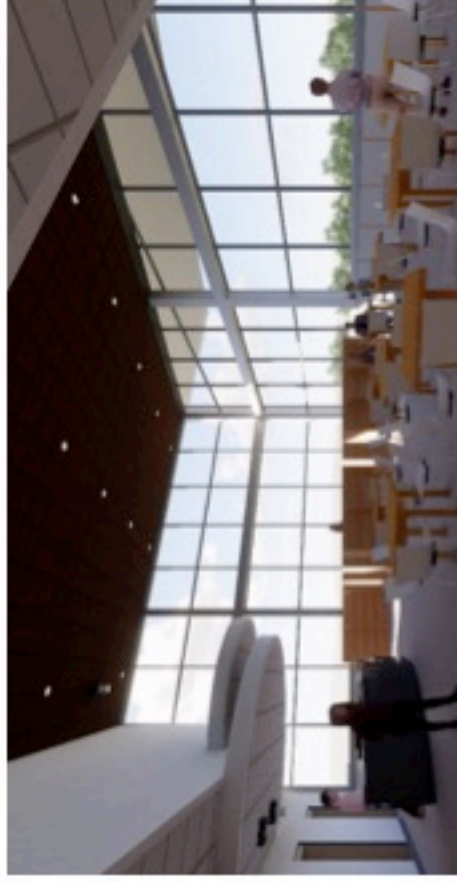


## Programs:

- .5 FTE Multi-Media Engineering Instructor
- .5 FTE Logistics Engineer

## Facility Maintenance:

- .5 FTE Director of Facilities
- Contracted Custodial Services





## FY20 Budget – Major Changes

- Compensation Obligations \$ 590,551
- Staffing Changes (net) (202,261)
- Stabilization Account (215,000)
  - Fund \$85,000
  - Current Balance: \$766,000
- Instructional Equipment (15,000)
  - Fund \$35,000
  - For unexpected equipment needs



## FY20 Budget – Major Changes

- Health Insurance – up \$140,000
  - Estimated 5% rate increase
- MM Retirement – Increase of \$20,000
- OPEB – Level funded at \$50,000
- Utilities – Net decrease \$73,300
  - 80% District/20% Facilities Revolving Acct
  - Does not include PV project savings
- Custodial Services (est.)      \$275,000

# New Building Transition Costs

<u>Staffing:</u>	
Add 0.5 FTE Logistics Engineering position	\$ 40,158
Add 0.5 FTE Multi-Media Engineering position	33,098
Reduce 3.0 FTE Building Maintenance Dept.	(156,721)
Add 0.5 FTE Director of Facilities	50,000
Additional Days - Teaching Staff	
	60,178
<u>Contracted Services:</u>	
Custodial Services	275,000

# New Building Transition Costs

<u>Supplies:</u>	
Culinary Arts - Dining Room place settings	8,740
Art Department - Equipment for Dark room	8,440
School Lunch – place settings	10,000
<u>Utility Costs:</u>	
Electricity (assumes no PV installation)	(63,000)
Natural Gas service	(12,100)
Property & Casualty Insurance	10,000
Stabilization Account	(215,000)

# Staffing - Year to Year Changes

## **New Positions:**

- .5 FTE Dir. of Facilities
- Asst. Director of Career and Tech. Ed.
- .5 FTE Multi-Media Instructor
- .5 FTE Logistics Engineer
- Asst. Director, Admissions (filled in FY19)
- Social Worker/Adj. Counselor (filled in FY19)

## **Positions Eliminated:**

- Director of Educational Technology
- 2 FTE Teaching Staff
  - 1 retirement
- 3 FTE Building Maint.
- 2 FTE Admin. Support
  - Both retirements



# FY20 Budget - Revenue Plan

Revenue Source	FY19 Revenue Plan	FY20 Proposed Plan	Difference
Est. Ch 70 Aid	\$2,081,683	\$2,092,403	\$10,720
Regional Transportation Reimb. (est. 65% reimbursement)	\$880,412	\$832,392	-\$48,020
Prior Year Tuition	\$3,438,423	\$3,047,131	-\$391,293
Current Year Tuition	\$400,000	\$400,000	0
Certified E&D	\$540,000	\$540,000	0
Member Town Assessments	<u>\$13,819,622</u>	<u>\$15,856,904</u>	<u>\$2,037,283</u>
<b>TOTAL REVENUE</b>	<u><b>\$ 21,160,140</b></u>	<u><b>\$ 22,768,830</b></u>	<u><b>\$1,608,690</b></u>

# FY20 Budget Expenditures By Function Code

ACCOUNT CODE	ACCOUNT DESCRIPTION	FY2018 ACTUAL	FY2019 BUDGET	FY2020 PROPOSED	DIFFERENCE
1000	Administration	\$1,478,119	\$1,439,784	\$1,446,330	\$6,546
2000	Student Instructional Services	\$9,469,220	\$9,821,058	\$10,352,764	\$531,705
3000	Student Services	\$1,925,226	\$1,942,355	\$2,020,897	\$78,544
4000	Operation & Maintenance	\$1,712,987	\$1,795,723	\$1,793,498	-\$2,224
5000	Insurance, Retirement, Leases	\$2,992,146	\$2,994,697	\$3,215,506	\$220,810
6000	Community Services	\$100,000	\$100,000	\$100,000	\$0
7000	Asset Acquisition & Improvement	\$222,406	\$410,360	\$205,000	-\$205,360
8000	Debt Service	\$1,149,931	\$2,636,163	\$3,614,834	\$978,669
9000	Tuition Payments	\$900	\$20,000	\$20,000	\$0
	GENERAL FUND	<u>\$19,050,936</u>	<u>\$21,160,140</u>	<u>\$22,768,830</u>	<u>\$1,608,690</u>

# Capital/Debt Service

Category	FY19 Budget	FY20 Proposed
Building Repairs	\$5,000	\$5,000
Stabilization Fund	\$300,000	\$85,000
Equipment	\$85,000	\$65,000
Vehicles	\$20,360	\$50,000
Debt Service – School Project	\$2,143,406	\$3,108,500
ESCO Lease	\$492,757	\$506,333
TOTAL	<u>\$ 3,046,523</u>	<u>\$ 3,819,833</u>

Discussion

# FY20 BUDGET PROPOSAL

A REVOLUTION IN LEARNING





## Arlington Center Parking Benefit District Statement of Revenues &amp; Expenditures

## Expenditures

	Projected FY20 Exp.
IPS (CC, Gateway, System)	\$29,100.00
Elavon CC Fee	\$50,000.00
Coin Collection	\$32,052.00
First Parish Lease	\$6,000.00
Lease Payments	\$46,561.00
Share of Parking Enforcement	\$64,265.00
Share of Parking Admin.	\$36,314.00
Parking Benefit District	\$150,000.00
<b>Total</b>	<b>\$414,292.00</b>

## Revenues

	FY19 thru 12/12/18	FY19 Revenue Projections	FY20 Revenue Projection
Single Space Meters	\$155,492.25	\$310,984.50	\$300,000.00
Multi-Space Meters	\$81,577.97	\$163,155.94	\$150,000.00
<b>Total</b>	<b>\$237,070.22</b>	<b>\$474,140.44</b>	<b>\$450,000.00</b>

## Approved FY18 Parking Benefit District Budget

	Revised FY18 Parking Benefit District Budget	
Russell Common Parking Lot Design	\$50,000.00	Russell Common Parking Lot Design
Sidewalk Snow Bank Removal	\$25,000.00	Sidewalk Snow Bank Removal
Sidewalk Cleaning	\$10,000.00	Sidewalk Cleaning
Bike Rack Installation	\$4,000.00	Bike Rack Installation
Bench Replacement	\$16,000.00	Bench Replacement
Solar Trash Receptacles	\$5,000.00	Solar Trash Receptacles
Removing Heaved Granite Edges	\$20,000.00	Removing Heaved Granite Edges
<b>Total</b>	<b>\$130,000.00</b>	<b>Total</b>
		<b>Balance Remaining for Repurposing</b>
		<b>\$93,500.00</b>
		<b>\$36,500.00</b>

## Proposed FY20 Parking Benefit District Budget

Arlington Center Sidewalk and Broadway Plaza Improvements	\$150,000
Repurposed FY 18 Funds for Arlington Center Sidewalk and Broadway Plaza Improvements	\$36,500
<b>Total</b>	<b>\$186,500</b>

Total FY 2020 New Expenditures  
Repurposed Funds from FY 2019  
Total Projected 2020 Expenses

\$414,292.00
\$36,500.00
\$450,792.00



# **TRANSPORTATION ADVISORY COMMITTEE**

Town of Arlington

Planning and Community Development Department, 730 Mass Ave,

Arlington MA, 02476

c/o Daniel Amstutz

**To: Arlington Finance Committee**

**From: Arlington Transportation Advisory Committee**

**Subject: 2020 FY Proposed Budget**

**Date: 03/10/19**

The following table presents the proposed FY2020 budget for the Transportation Advisory Committee.

Item	Explanation	Amount	Number	Total
Traffic Analysis for Transportation Projects and Requests	TAC responds to requests from Select Board and hires outside vendors where the Town lacks equipment or staff to collect data; determined on a case-by-case basis	\$1,700	1	\$1,700
Training	Primarily for annual state Moving Together Conference; keeps TAC up-to-date on transportation activities in other municipalities	\$100	2	\$200
Materials	Miscellaneous supplies and materials to support programs, such as the Pedestrian Flag Program	\$100	1	\$100
FY 2020 Total				\$2,000

Respectfully submitted,

Howard Muise, Chair